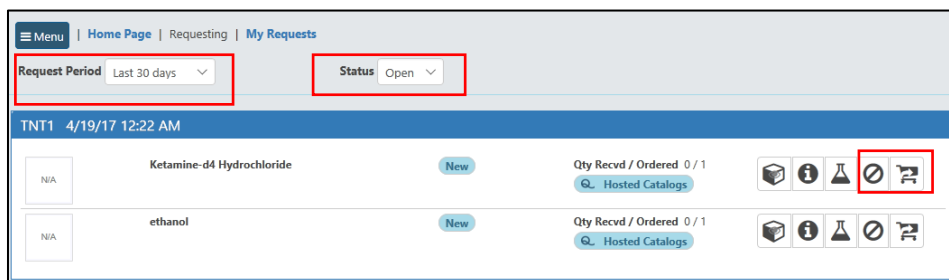
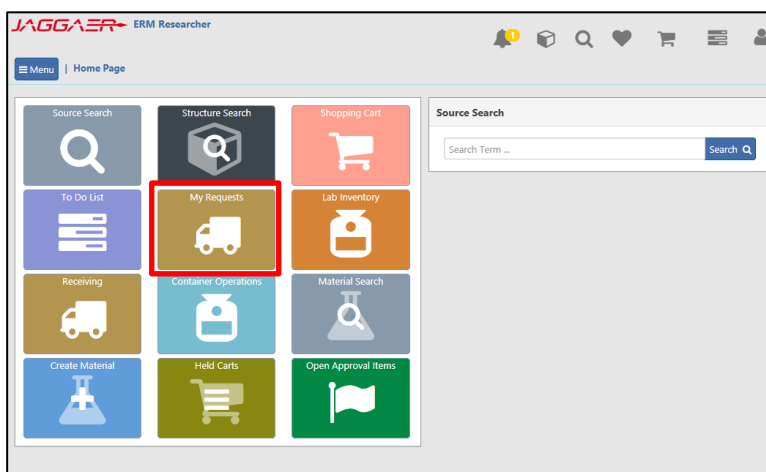


# Basic Operations

## My Request

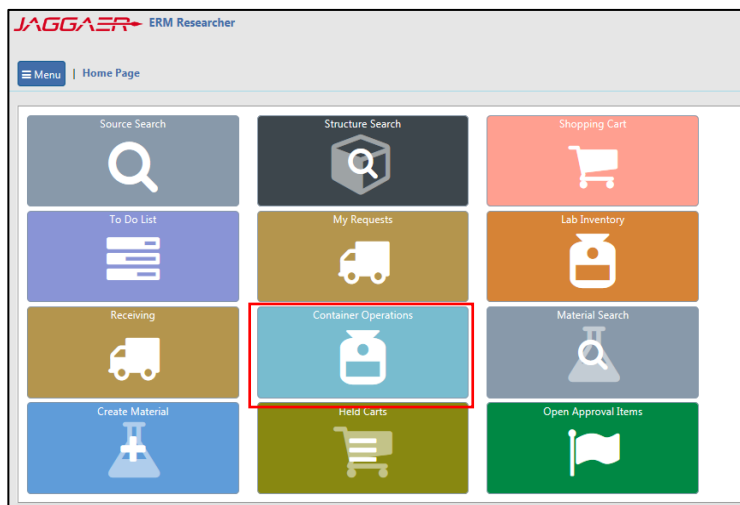


### My Request tile:

Displays all requests (orders) that you have submitted based on selected time frame and request status. Enables reordering or cancellation of eligible request items; provides access to material information and specific item details.

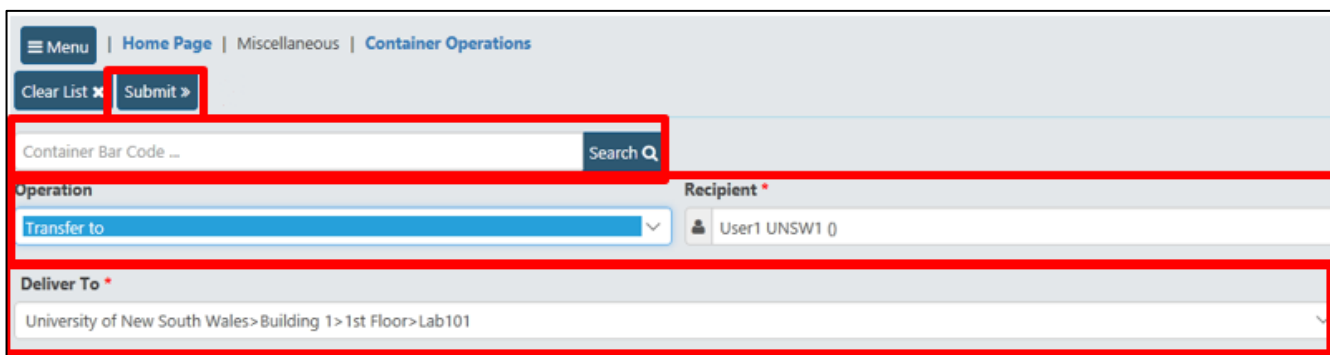
- ▶ Click on the 'My Requests' tile
- ▶ Request Period (filter based on predefined period)
- ▶ Status (Open, Closed, All)
- ▶ Cancel Requisition Item
- ▶ Re-order

# Basic Operations



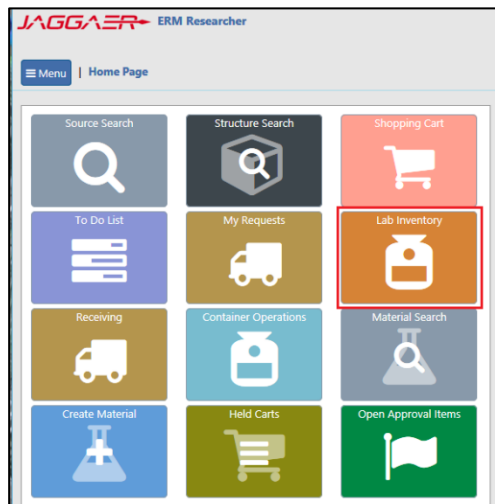
## Container Operations:

- ▶ Basic container management tool for transfer, dispose and dispose empty operations.
- ▶ Click on the 'Container Operations' tile
- ▶ Enter barcode (barcode can be acquired from a 'Source Search') and click 'Search'
- ▶ Select 'Operation' type and 'Recipient'
- ▶ Select 'Deliver To' location. Note: these locations are specified by user preference for preferred delivery location.
- ▶ Click 'Submit'

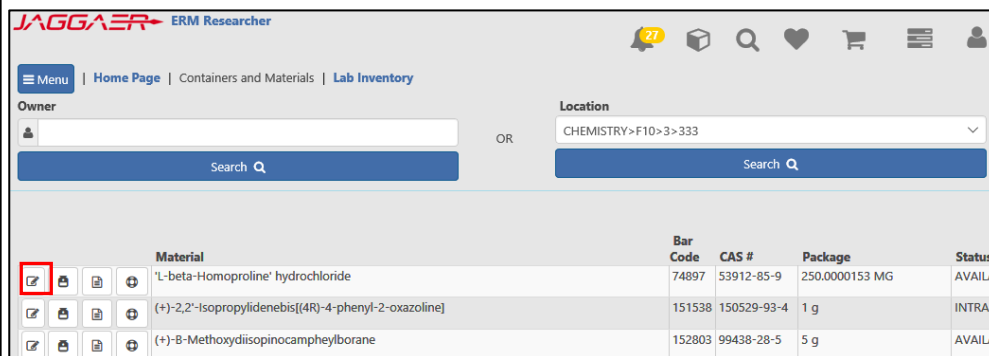


The screenshot shows the JAGGAER Container Operations form. The form is titled 'Container Operations' and includes a 'Menu' button and a 'Home Page' link. The form fields are: 'Container Bar Code ...' with a 'Search' button, 'Operation' (dropdown menu set to 'Transfer to'), 'Recipient \*' (text field with 'User1 UNSW1 ()'), and 'Deliver To \*' (text field with 'University of New South Wales>Building 1>1st Floor>Lab101'). The 'Submit' button is located at the top right of the form. Red boxes highlight the 'Submit' button, the 'Container Bar Code' field, the 'Operation' dropdown, the 'Recipient' field, and the 'Deliver To' field.

# Basic Operations




Dashboard showing various functional tiles: Source Search, Structure Search, Shopping Cart, To Do List, My Requests, Lab Inventory (highlighted), Receiving, Container Operations, Material Search, Create Material, Held Carts, and Open Approval Items.

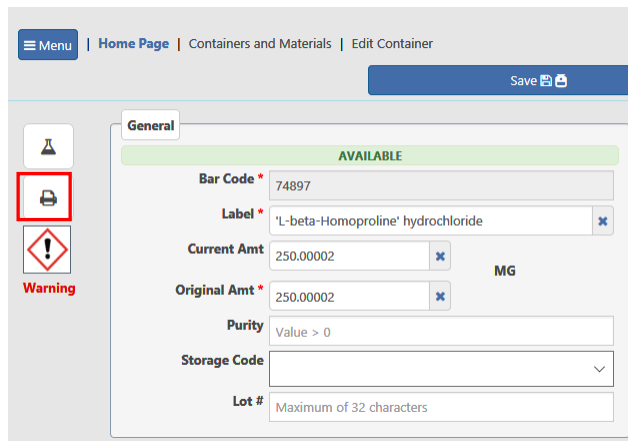


Search results for Lab Inventory. The 'Edit Container' icon (pencil) is highlighted in the first row.

	Material	Bar Code	CAS #	Package	Status
	'L-beta-Homoproline' hydrochloride	74897	53912-85-9	250.0000153 MG	AVAILA
	(+)-2,2'-Isopropylidenebis[(4R)-4-phenyl-2-oxazoline]	151538	150529-93-4	1 g	INTRAN
	(+)-8-Methoxydiisopinocampheylborane	152803	99438-28-5	5 g	AVAILA

## Printing a label from lab Inventory

- ▶ Select 'Lab Inventory' tile.
- ▶ Select the location in the drop-down menu
- ▶ Click 'Search' button, which brings up the container in the locations
- ▶ Select the 'Edit Container' icon 
- ▶ Click 'Printer' icon
- ▶ Select the "Label Type" and the "Printer" from the drop-down menu.



Form for editing container details. The printer icon is highlighted in the left sidebar.

**Warning**

**General**

Bar Code \* 74897

Label \* 'L-beta-Homoproline' hydrochloride

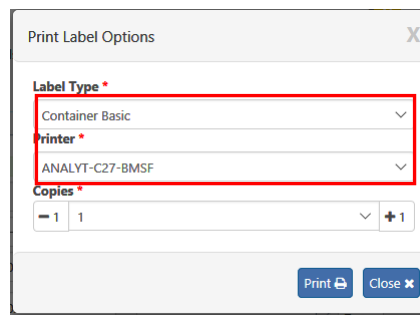
Current Amt 250.00002 MG

Original Amt 250.00002 MG

Purity Value > 0

Storage Code

Lot # Maximum of 32 characters



Print Label Options dialog. The 'Label Type' and 'Printer' dropdowns are highlighted.

Label Type \* Container Basic

Printer \* ANALYT-C27-BMSF

Copies \* 1

Print Close

Note: The drop-down location list is linked to the user's "Alternative Delivery Location".